**Health and Safety Checklist on the Management of Contractors**

**NB This checklist / document is general and not exhaustive. It must be adapted for each specific job / contract. It applies to all Contractors (not just those undertaking construction related activities)**

This checklist is intended to be a guide for the management of Contractors within the Council. The Health and Safety Executive defines a contractor as ‘anyone you get in to work for you who is not an employee’. The checklist is not intended to be used for companies acting as suppliers only.

Clients planning to engage Contractor(s) need to properly consider the health and safety implications of the required job, whatever the risk from preparation through to completion, in order for it to be effectively managed. This involves:

* clearly identifying the required work
* selecting a suitable Contractor to do the job; ensuring the Contractor has the appropriate level of competence for the job and that competent / experienced persons are used for all stages of the project
* deciding what information and instruction is required for communication
* deciding how co-operation and co-ordination between all parties can be achieved
* assessing the ‘actual’ risks that are foreseeable for the project
* considering the level of management and supervision (including monitoring) requirement

Those responsible for selecting and managing Contractors have legal responsibilities to ensure that Contractors are considered competent to carry out the required work and are effectively managed. This requires having procedures that are demonstrable and auditable. The following checklist steps are aimed at providing a guide as to what is required as well as being a record to demonstrate the process has been undertaken.

**Checklist Completion Record**

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| Vetting of Contractor Information (including risk assessment and method statement) by a competent / experienced person |  |  |
| Appointment |  |  |
| Review of Relevant Client Risk Assessments |  |  |
| Contractors on Site |  |  |
| Construction (Design and Management) Regulations 2015 |  |  |
| At the end of the job |  |  |
| Post Contract Review |  |  |

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| **1.0 Planning** |

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| **1**.**1 What is the job / work requirement?** | Enter a summary description including nature, location and expected duration |
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**NB -** Refer to the Council Policy for Asbestos and the Premises Asbestos Management Plan for Non-Domestic Premises, if the job involves, or is likely to involve disturbing the fabric of buildings, or there a known risk from asbestos containing materials. It is the role of the Client to inform any Contractor of any asbestos risks within any job and to ensure relevant Asbestos Permits to Work are completed by the Premises Duty Holder (or a nominated competent person) and other relevant parties.

If a survey has not been carried out in the area of work e.g. because the area is not readily accessible, the requirements in the asbestos register must be followed and a survey must be carried out before any work the area is accessed If the job involves any premises demolition, structural or layout changes, a Refurbishment and Demolition survey must be carried out and provided by the Client to the Contractor prior to the commencement of the job.

**NB – If the work involves construction work, refer to the requirements for Clients and other parties in the Code of Guidance for Construction (Design and Management) Regulations 2015, also see Section 9.0 below.**

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| **2.0 Selecting a Contractor** |

Clients need to satisfy themselves that Contractors are competent (i.e. they have sufficient skills, knowledge and experience) to do the job safely and without risks to health and safety. The degree and nature of the competence required will depend on the work to be done. NB Contractors must not just be selected from PROACTIS without carrying out further assessment.

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| **2.1 Name, Address and Contact Details of Contractor** |
| TR33 Ltd  Pantrhiwgoch Farm  Michealston-y-Fedw  Cardiff CF3 6XW |

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| **A - Stage 1 check** |

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| **2**.**2 Can the Contractor(s) tendering demonstrate current compliance / accreditation with an SSIP member scheme?** | Check information on the Safety Schemes in Procurement (SSiP) scheme member (e.g. CHAS, Safe Contractor etc.) to ensure the Contractor has current compliance with / accreditation by a member scheme  This information should be verified through communication (and evidence e.g. certificate) from the Contractor or by contacting the Sourcing Team, Procurement Tel 2087 3755 or 2087 3751. |
| **Name of SSiP Scheme** | **ARB Approved Contractor** |
| **Compliance / Accreditation**  **Expiry Date** | **23/02/19** |
| **Comments / Justification** | **Certificate Presented** |

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| **B – Stage 2 check** |

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| **2**.**3 The Contractor’s Health and Safety Policy** | The Contractor’s Health and Safety Policy should be provided and be read to ensure it is adequate. The checks outlined below should be considered | | |
| Does the Policy document;   * include a recent signed and dated (within last year) Policy Statement of Intent? YES * identify clear responsibilities throughout the management structure? YES * detail suitable and appropriate ‘arrangements’ for the areas of work the Contractor undertakes? YES * detail arrangements for the selection, management and monitoring of Sub-contractors? Subcontractors not used. * detail suitable arrangements for the effective monitoring, supervision and review of Contractor work activity? YES * describe how communication and consultation of health and safety matters to employees is undertake? YES * refer to relevant training identified as being required (e.g. for use of specialist equipment) and provided to employees? YES | | | |
| **YES** | | | **NO** |
| **Comments / Justification** | |  | |

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| **2.4 Contractor Access to Competent Health and Safety Advice, Support and Guidance** | For SSiP compliance / accreditation the Contractor will have outlined their arrangements for how they obtain professional / competent health and safety advice, guidance and support. This should be checked to ensure suitable arrangements are, and remain, in place. | |
| This can be evidenced through provision of a written agreement, contract certificate or CV of the Contractor’s nominated competent person who may be an external consultant or an in-house person. | | |
| **YES** | | **NO** |
| **Name of professional / competent health and safety provider** |  | |
| **Comments / Justification** |  | |

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| **2.5 Enforcement Action** | | Has the Contractor received / declared any Enforcement Actions from the relevant Enforcement Authorities (e.g. Health and Safety Executive, South Wales Fire and Rescue Service) | |
| This can be evidenced by asking the Contractor to confirm whether or not any enforcement action has been experienced or is pending since achieving SSiP compliance / accreditation status. | | | |
| **2.5 A** | **YES – Enforcement Actions disclosed** | | **NO – No information disclosed** |
| The Health and Safety Executive Enforcement Websites should be checked to verify the response   * For Prosecutions – up to 5 years old [www.hse.gov.uk/prosecutions/](http://www.hse.gov.uk/prosecutions/) * For Enforcement Notices – up to 5 years old [www.hse.gov.uk/notices/](http://www.hse.gov.uk/notices/) | | | |
| **2.5 B** | **YES – Enforcement Actions Identified by Contractor or from HSE Enforcement website** | | **NO – No information Found** |
| If Yes to 2.5A or 2.5B, an approach should be made to the Contractor to discuss the enforcement actions and non-disclosure. The Contractor should be requested to demonstrate in writing the work that was undertaken to meet the requirements of the enforcement actions and also outline what is being undertaken currently to avoid a repeat of the practice which led to the action being taken. | | | |

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| **2.6 Insurance** | Does the Contractor have the correct and current insurances? | |
| When considering engaging a Contractor to carry out work, it is important that the correct types and levels of insurance are held by the Contractor. Checking the Contractor’s insurance validity (including the correct Contractor’s name) and level of cover is an important part of the Contractor selection process. The two main types of common insurance that a Contractor must hold are Employers Liability Insurance (in respect of their employees), and, Public Liability Insurance (in respect of the members of the public). Normal values of cover are Employers Liability – £10 million and Public Liability £5 million. | | |
| **a) Employers Liability Insurance** | **YES** | **NO** |
| **b) Public Liability Insurance** | **YES** | **NO** |
| **Comments / Justification** | **Certificates Presented** | |

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| **2.7 Membership of trade association / professional bodies and relevant qualification** | Does the Contractor have relevant membership in place for the nature of work to be undertaken and relevant qualification? |
| The Contractor may be able to demonstrate qualifications and membership of trade associations / professional bodies for certain categories of work. A range of standard qualifications that would be expected for certain types of work are as follows. Any queries in relation to whether or not a Contractor has relevant qualifications / memberships should be directed to your Line Manager and / or Directorate Health and Safety Adviser. The following list is not exhaustive, and some equivalent schemes may be applicable. | |

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| B&ES (formerly HVCA) | Building and Engineering Services Association – for heating and plumbing services, ductwork, refrigeration and air conditioning | | |
| CSSIW compliance | Compliance with National Care Standards as regulated by the Care and Social Services Inspectorate Wales (CSSIW) | | |
| CPCS | Construction Plant Competence Scheme- for general health and safety awareness for plant operators | | |
| CSCS or equivalent passport card | Construction Skills Certification Scheme – for general health and safety awareness for site operatives | | |
| ECA | Electrical Contractors Association– for electrical engineering and building services | | |
| Gas Safe | Gas Safe Register – for Gas Engineers who work on gas appliances | | |
| IPAF | International Powered Access Federation – for use of mobile elevated working platforms, scissor lifts etc. | | |
| NASC or equivalent | **The National Access and Scaffolding Confederation – for types of scaffolding** | | |
| NICEIC | National Inspection Council for Electrical Installation Contracting – for electrical Contractors undertaking design, installation, commissioning and maintenance of electrical installations | | |
| NPORS | National Plant Operators Registration Scheme – for use of lift trucks etc. | | |
| NPTC – City & Guilds | National Proficiency Test Certificate – for a range of work based qualifications in the land based sector covering Agriculture, Horticulture, Animal Care, Floristry, Countryside Management, Environmental Conservation, Horse Care, Forestry and Arboriculture | | |
| PASMA | Prefabricated Access Suppliers and Manufacturers Association –for use of mobile tower scaffolds etc. | | |
| SWQR | Street Works Qualifications Register – various qualifications through Awarding Bodies including City and Guilds – for qualified supervisors and operatives undertaking work on the Highway | | |
| **YES** | | **NO** | **N/A** |

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| **Comments / Justification** | **Arboricultural Association** |

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| **2.8 Membership of specialist trade association / professional bodies and relevant qualification / licensing** | Does the Contractor have relevant specialist membership in place for the nature of work to be undertaken and relevant specialist qualification? |
| It is of significant importance for specialist work that the Contractor is able to demonstrate membership of relevant trade associations / professional bodies / licensing / qualifications for certain categories of work e.g. organising fireworks displays, undertaking diving work. | |

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| **YES** | **NO** | **N/A** |

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| **Comments / Justification** | **NPTC Level 2 Award in the Safe Use of Pesticides** |

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| **3.0 References** |

**Stage 2 check**

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| **3.1 External References** | | Has the Contractor provided satisfactory references for the type of work to be undertaken? | |
| The Contractor should provide references for the type of work that is to be undertaken which should be current / recently dated. Information could be requested as follows;   * evidence of experience in the same type of work * references from previous clients which are checkable | | | |
| **YES** | | | **NO** |
| **Comments / Justification** |  | | |

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| **3.2 Internal References** | References should be sought from other Directorates (via Procurement) |
| Contact should be established with Procurement who are able to identify other Directorates who have previously used the Contractor, in order that feedback can be obtained. | |
| **Comments / Justification** |  |

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| **4.0 Information from Client to Contractor** |

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| **4.1 What are the hazards? Any unusual hazards that the Contractor may not** **reasonably know about?** | Detail any significant hazards which may affect how the Contractor will plan to undertake the job e.g.  Hazards – live traffic, confined space entry, premises remaining open to public, children, asbestos, working at height etc.  Unusual Hazards – overhead / underground cables, significant ground slopes, known occasions of violence against Council employees, contaminated or unstable ground (previous use) etc. |
| **Hazards** |  |
| **Unusual Hazards** |  |
| **N.B. Safeguarding of children and vulnerable adults** | An assessment may be required for situations where there could be potential for contact between a Contractor and children or vulnerable adults. In such situations the Contractor should be notified of this issue. Further information regards the Disclosure and Barring Service (DBS checks – formerly CRB checks) is available by contacting Human Resources. |

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| **4.2** **The Contractor should be provided with all relevant information in writing by the Client in good time prior to job commencement to allow the Contractor sufficient planning time (including risk assessments and method statements):** | |
| Relevant Information could include (N.B. – not exhaustive); | |
| 1. Client Identified Hazards and Unusual Hazards (see above) | 1. Site Rules (e.g. access / working times, vehicle parking, speed limits, areas where no access is permitted, requirements to maintain public access, site contact, no smoking) |
| 1. Emergency Evacuation Details (e.g. the sound of the alarm, how and when to raise it and what to do in the event of an emergency)   NB The emergency evacuation procedures may need amending as work progresses | 1. Job Requirement / Specification (e.g. not to permit further subcontracting at outset or anytime during performance of the job / project) |
| 1. Client preferences (e.g. material specification, waste handling, special equipment Contractors may need to use, timings for liaison meetings during performance of contract) | 1. Information that may affect how the Contractor plans to undertake the job e.g. specific times to avoid, areas where access is not permitted, identified materials lay down areas, presence of other Contractors in same work area, load bearing capacity of structures and ground, whether the premises are to remain ‘open’, signing in / out requirements, parking restrictions, accident reporting requirements etc. |
| 1. The Contractors expected performance | 1. Provision of welfare arrangement/facilities for Contractors employees |

For construction related projects, clients must provide pre-construction information. See below Section 9.0 Construction (Design & Management) Regulations 2015 (CDM).

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| **5.0 Vetting of Contractor Information (including risk assessment & method statement) by a competent / experienced person** |

It is of important that Clients do not communicate specific written ‘acceptance’ or ‘approval’ of the risk assessment and method statement information, as this may be construed as taking on a legal ‘overseeing’ responsibility. If the provided information appears to be of reasonable quality and content and is believed to be adequate, then the response need only include that the Contractors information is deemed from a desk based assessment to be ‘suitable and sufficient’. Should there be any identified issues with the provided risk assessments and method statement or they are not considered adequate or suitable / sufficient they should be returned to the Contractor for review and resubmission together with the reasons why this opinion has been formed.

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| **5.1 Risk Assessments** | | Does the Contractor have adequate or suitable and sufficient risk assessments for the specific work activities undertaken? | |
| Check that the Contractor has carried out risk assessments for all aspects of the work where significant risks may exist. Generic risk assessment models are generally not acceptable.  The risk assessment(s) should;   * accurately quantify the extent of any risk * identify those who may be exposed to the risk * set out the effective control measures which remove or adequately reduce the risk to an acceptable level * be specific to the site and its nature and also relate to any information provided to the Contractor by the Client * be signed and recently dated (reviewed within the last year) * be such that the findings and control measures are communicated to employees * include an action plan where additional control measures are identified as being necessary   There should be arrangements in place for amending risk assessments as work proceeds | | | |
| **YES** | | | **NO** |
| **Comments / Justification** | **Generic Risk Assessment Presented. Specific Risk Assessments to be made at each individual job.** | | |

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| **5.2 Written Method Statements** | | Does the Contractor have a suitable written method statements for the job / project? Is there evidence that they have been communicated to the employees who will undertake the job / project? | |
| Check that the Contractor has produced, or is able to produce written Method Statements. These documents should identify the way in which the Contractor intends to carry out the work and should include the control measures that have been identified in the related risk assessments. The method statements should be specific to the work and project i.e. site specific. Generic models should not be accepted.  The Method Statements should also be signed by employees who are to undertake the work required | | | |
| **YES** | | | **NO** |
| **Comments / Justification** | **Method Statements written for each specific job.** | | |

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| **5.3 Equipment Selection / Use** | | Does the Contractor plan on using equipment which is felt to be suitable for the work? | |
| Discuss the selection of work equipment with the Contractor, if appropriate. Does the equipment appear to be suitable and safe for the work to be carried out? If in doubt, question the Contractor or seek advice from your Directorate Health and Safety Adviser. | | | |
| **YES** | | | **NO** |
| **Comments / Justification** |  | | |

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| **5.4 Equipment Maintenance / Inspection Records** | | Does the Contractor have suitable equipment maintenance / inspection records? | |
| The Contractor should have appropriate maintenance, inspection, service and calibration records for certain items of equipment which may be proposed for use during the work. These records may include recent test records, inspection certificates or a record of completed maintenance such as an equipment log book. | | | |
| **YES** | | | **NO** |
| **Comments / Justification** |  | | |

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| **5.5 Work Related Training Records** | | Does the Contractor have suitable evidence of training for key areas? | |
| The Contractor should have adequate training records for all employees who are involved in the work undertaking. Training certification may be in the form of course attendance certificates, operating identity cards, safe operating certificates or other suitable evidence of competence to carry out the work.  The type and nature of training needs to be related to the nature of the work being undertaken e.g. it may be appropriate to request manual handling training evidence for a job requiring significant manual handling risk. | | | |
| **YES** | | | **NO** |
| **Comments / Justification** |  | | |

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| **6.0 Appointment** |

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| **6.1 Summary** | Based on the above, indicate below whether or not the Contractor is to be appointed | |
| **Contractor is judged to HAVE demonstrated competence for the required job** | | **Contractor HAS NOT been judged to demonstrate competence for the required job** |
| **Contractor is judged to HAVE a documented safe system of work for the required job** | | **Contractor is judged as NOT having a safe system of work in place for the required job** |
| **Comments / Justification** | | |

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| **7.0 Review of Relevant Client Risk Assessments** |

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| **7.1 Review of relevant Client Risk Assessments** | | Have existing risk assessments been reviewed taking account of the Contractor work activity? | |
| The Contractor’s work activities and the way in which the required job is to be undertaken should be compared against any existing risk assessments for the premises / location at which the work is to be undertaken. Existing risk assessments may need to be reviewed to accommodate the Contractor activity e.g. a revision of a site fire risk assessment as the Contractors work area may temporarily remove a fire exit route, which could be unavailable for the duration of the job. Should this be the case any changes should be communicated to those affected. | | | |
| **YES** | | | **NO** |
| **Comments / Justification** |  | | |

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| **8.0 Contractors on Site** |

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| **8.1 Induction (for Contractors working on Client occupied premises)** | | Have arrangements been made to provide an induction to the Contractor on first arrival at work site? | |
| The Contractor should be suitably inducted at the premises / work location prior to commencing work. The induction should cover any necessary information to which the Contractor and / or Contractor operatives should be aware of whilst being present and should be recorded. This is a particularly important step and is a check to make sure that those persons arriving to undertake the work have been suitably briefed and prepared by the Contractor and verified by the Client. | | | |
| **YES** | | | **NO** |
| **Comments / Justification** |  | | |

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| **8.2 Premises Emergency Procedures (for Contractors working on Client occupied premises)** | | Have the Client’s Emergency Procedures been issued / communicated to the Contractor? | |
| The Contractor should be provided with details / information of the premises emergency procedures. This could be in the form of a prepared card or in another form but should include what to do in the event of an alarm activation and also what to do upon discovering a fire or other emergency situation.  The Contractor should also be asked whether any operatives require assistance in the event of an emergency and be issued with a personal emergency evacuation plan / standard evacuation plan. | | | |
| **YES** | | | **NO** |
| **Comments / Justification (If not considered necessary)** |  | | |

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| **8.3 Asbestos Permit to Work (for Contractors working on Client premises)** | | Has the Asbestos Permit to Work been completed for the job / project and signed by the Contractor (including all operatives who will be working on site) and the Client Duty Holder (or other nominated competent person)? | |
| The Client must discuss the Premises Asbestos Management Plan / File with the Contractor and follow the procedures detailed in the Plan including the correct completion of the Asbestos Permit to Work.  NB Section 5.0 of the Asbestos Management Plan is specific in detailing the duties of persons responsible for managing Contractors who work on the fabric of the building. | | | |
| **YES** | | | **NO** |
| **Comments / Justification (If not considered necessary)** |  | | |

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| **8.4 Coordination of Contractors work activities with other Contractors and Clients undertakings** | | Have the activities of the Contractor been coordinated with other Contractors present in, or in close proximity to, the work area, or any Client undertakings? | |
| The work of the Contractor should be properly coordinated with any other Contractors who are undertaking separate work in, or in close proximity to, the work area.  The work of the Contractor also needs to be coordinated with any Client undertakings in, or in close proximity to, the work area. | | | |
| **YES** | | | **NO** |
| **Comments / Justification (If not considered necessary)** |  | | |
| **8.5 Monitoring & Supervision** | | Have arrangements been made to undertake appropriate monitoring and inspection of the Contractor’s work activities? | |
| Clients are required to effectively manage and inspect the work of Contractors. The more impact the Contractor’s work could have on the health and safety of anyone likely to be affected (including the public), the greater the management and inspection responsibilities of the client.  In all circumstances, Clients need to appoint / utilise persons with sufficient knowledge and expertise to undertake the monitoring and inspection. The level of knowledge and expertise being proportionate to the nature of the contract and work to be undertaken.  Inspection and monitoring activity will provide a check to ensure the Contractors job / site performance adheres to the identified safe working practices detailed within the provided method statements and risk assessments. It also is a measure to ensure that all relevant documentation is present at site.  Clients should make periodic checks on the Contractor’s performance to see if the work is being done as agreed and where necessary undertake more formal inspections. **All supervision and monitoring visits and observations / action should be recorded.**  It is of important during any supervision or monitoring activity not to take charge of, or take control over, the work being undertaken, as a result of potential legal liability. Control over the work being undertaken must rest with the Contractor. | | | |
| **YES** | | | **NO** |
| **Comments / Justification (If not considered necessary)** |  | | |

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| **8.6 Acting on Findings from Supervision and Monitoring** | Is the Client aware of the need to address issues or concerns identified via supervision and monitoring with the Contractor? | |
| Where health and safety requirements are not being met, the first step is for the Client and the Contractor to find out why and put matters right. If health and safety performance is not satisfactory, and the issues identified have the potential for significant consequences, the Client will need to stop the Contractor working on the job until requirements can be discussed / met and it is agreed safe to continue.  The Client may feel it appropriate to invite the Contractor to a specific meeting to discuss any issues or concerns identified through monitoring and supervision, and ask the Contractor to explain and justify the findings as well as outline any necessary improvements. Such meetings should be recorded for future review. | | |
| **YES** | | **NO** |
| **Comments / Justification** |  | |

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| **8.7 Contractors Use of Council Equipment** | | Have arrangements been made to provide Council equipment to the Contractor? | |
| Ideally the Contractor should use their own work equipment, but this is not always possible. Where it has been agreed that the Contractor can use work equipment provided or belonging to the Council the following should be ensured;   * a risk assessment for the work equipment item(s) is in place, the findings of which are shared with the Contractor * any required statutory certification / inspection is in place and demonstrated to the Contractor * the work equipment is suitable for its intended use and the location of use and is in good / safe working condition. * the Contractor has been provided with relevant instruction, information and training for its safe use * the Contractor is deemed competent to operate the work equipment * the work equipment is not misused and is used only for the purpose intended, in the way instructed / trained. * any defect or deterioration affecting its safety is brought to the attention of the Client * the Contractor, after use of the equipment, provides documented evidence that the equipment is fit for continued / future use by Council employees and this is verified by the Council person responsible for allowing the Contractor to use Council equipment | | | |
| **YES** | | | **NO** |
| **Comments / Justification** |  | | |

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| **9.0 Construction (Design & Management) Regulations 2015 (CDM)** |

Applicable for ‘construction’ work only –

‘Construction work’ is defined in the Regulations and includes the carrying out of any building, civil engineering or engineering construction work. What is included in this definition is defined in CDM Regulation 2 and in addition to traditional “construction work” includes installation, commissioning, maintenance, repair or removal of mechanical, electrical, gas, telecommunications, computer or similar services fixed within or to a structure.

Before any work which could, however loosely, be considered to be construction is undertaken, reference should be made to the Regulations to determine if they are applicable to the project or advice sought from a Health and Safety Adviser.

The client for construction work must be fully aware of their duties as defined in the Regulations. This checklist just provides some main points for clients. In some cases, the client may be the designer and will have additional duties

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| **9.1 CDM compliance** |
| The HSE must be notified by the client if;   * construction work is scheduled to last longer than 30 working days and there are more than 20 workers on site at any point, or, * construction work is scheduled to exceed 500 person days   Notification involves the completion of form F10: Notification of Construction Project providing relevant details of the job. This can be done electronically via the following link [www.hse.gov.uk/forms/notification/f10.htm](http://www.hse.gov.uk/forms/notification/f10.htm) | | |
| **YES** | | **NO** |

|  |  |
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| **9.2 Awareness and implementation of Client Duties** | Are the l Client duties under CDM being effectively fulfilled for jobs / projects? |
| Clients have a number of duties under CDM for ‘construction work’ | |

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| **A.** Ensure suitable arrangements made for managing the project including allocation of sufficient time and other resources | | |
| **YES** | | **NO** |
| **Comments / Justification** |  | |

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| --- | --- | --- |
| **B.** Provide **pre-construction information** to designers and contractors | | |
| **YES** | | **NO** |
| **Comments / Justification** |  | |

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| --- | --- | --- |
| **C.** Appoint principal contractor and principal designer, in writing, if there is more than one contractor | | |
| **YES** | | **NO** |
| **Comments / Justification** |  | |

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| --- | --- | --- |
| **D.** Ensure principal contractor, or contractor if there is only one, have prepared a construction phase plan before work starts | | |
| **YES** | | **NO** |
| **Comments / Justification** |  | |

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| --- | --- | --- |
| **E.** Ensure Contractor has arrangements in place for adequate welfare facilities for workers | | |
| **YES** | | **NO** |
| **Comments / Justification** |  | |

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| **F.** Ensure the principal designer prepares a health and safety file | | |
| **YES** | | **NO** |
| **Comments / Justification** |  | |

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| --- | --- | --- |
| **G.** Ensure the health and safety file is handed over at the end of the work and contains all the necessary information | | |
| **YES** | | **NO** |
| **Comments / Justification** |  | |

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| **10.0 At the end of the job** |

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| **10.1 Relevant documentation** | Has the principal designer (contractor in some cases) provided relevant / statutory documentation to the Client? e.g. gas safety inspection records, electrical certification of conformity, Health and Safety File | |
| **YES** | | **NO** |
| **Comments / Justification** |  | |

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| --- | --- | --- |
| **10.2 Condition of Work Site** | Has the work site been returned to normal and left in a safe condition after the contract has been completed? | |
| **YES** | | **NO** |
| **Comments / Justification** |  | |

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| **11.0 Post Contract Review** |

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| **11.1 Post Contract Review** | Has a post contract review been undertaken to review stages of the management process for the project?   1. Planning 2. Selecting a Contractor 3. Information from Clientto Contractor 4. Vetting of Contractor Information 5. References 6. Review of Relevant Client Risk Assessments 7. Contractors on Site 8. Construction (Design & Management) Regulations 2015 9. At the end of the job | |
| **YES** | | **NO** |
| **Comments / Justification** |  | |

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| --- | --- | --- |
| **11.2 Records of the Contractors Performance** | Has the Contractor’s performance been recorded / communicated as necessary within the Directorate/ /Council/PROACTIS? | |
| **YES** | | **NO** |
| **Comments / Justification** |  | |